



# VILLAGE FACILITY RENTAL APPLICATION

Village of North Utica • P.O. Box 188 • Utica, IL 61373

Phone: (815) 667-4111 • Fax: (815) 667-4679

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NAME & ADDRESS OF RESPONSIBLE INDIVIDUAL:  
\_\_\_\_\_

ROOM REQUESTED	DAYS & DATES NEEDED	HOURS NEEDED
_____ Community Room	_____	_____
_____ Kitchen	_____	_____
_____ Gymnasium	_____	_____
_____ Meeting Room	_____	_____
_____ Facility Grounds	_____	_____

EQUIPMENT NEEDED      \_\_\_ Yes    \_\_\_ No      If yes, please specify:

\_\_\_\_\_ Chairs    How Many \_\_\_\_\_      \_\_\_\_\_ Tables    How Many \_\_\_\_\_

\_\_\_\_\_ Overhead Projector/Screen      \_\_\_\_\_ Microphone/P.A.

**\*\*\*PLEASE NOTE THAT VILLAGE ACTIVITIES TAKE PRECEDENCE OVER RENTALS\*\*\***  
IT IS MANDATORY TO READ AND AGREE TO THE BUILDING USE POLICY REGULATIONS ON THE BACK HEREOF+

\*NOTE: If a Village employee is participating in the function and takes responsibility for unlocking, locking, and cleaning up the rented facility, the custodial salary will be waived.

## FOR OFFICE USE ONLY

TOTAL RENTAL FEE \$ \_\_\_\_\_      CUSTODIAL FEE (Salary & Benefits) TBD  
(Final Amount Determined From Hours Worked)

PAID IN FULL \$ \_\_\_\_\_      CHECK NUMBER \_\_\_\_\_      CASH \_\_\_\_\_

DATE PAID \_\_\_\_\_

\_\_\_\_\_ Received copy of proof of insurance or signed waivers      \_\_\_\_\_ Date Received

\_\_\_\_\_ Application approved

\_\_\_\_\_ Application denied      Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

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## **BUILDING USE POLICY REGULATIONS**

1. Village affiliated organizations, village-sponsored programs, and other organizations whose primary purpose is to provide financial assistance to the Village as well as service organizations are all considered, for the purpose of these procedures, to be village-related.
2. Private rental of facilities is available to Village of North Utica residents. All rental fees and custodial fees are the responsibility of the renter. The community resident applying for rental/use of the facilities is the responsible party and must be present during the use of facilities. Violation of this agreement would result in restriction of further use of facilities.
3. Your organization must supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. Your organization will indemnify and hold harmless the Village and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
5. Your organization will pay any damages to village facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
6. There will be NO SMOKING on village property.
7. Alcoholic beverages will not be brought to or consumed in or on village property without prior approval.
8. No activity shall be permitted in which open flames are used.
9. Your organization will provide adequate supervision to ensure proper care and use of village facilities. It is up to the discretion of the Village President to identify circumstances in which supervision utilizing Village personnel will be necessary. The costs of the supervision shall be the responsibility of the renter.
10. Your organization will comply with any special regulations, such as moving and storing equipment, arranging sound and other electrical equipment, safety precautions, etc., that apply only to the facility they are using.
11. In the absence of any professional employee of the village, village facilities shall be under the direct control of the attending custodian.
12. Your organization will assume all liabilities for damages which may occur in, on, or about the Village of North Utica facilities when damage to property or injury to persons is the result of either the acts or neglects of the users or their agents, servants and employees.
13. Persons or groups who fail to live up to the policies and regulations established by the Board and by the Village President shall subject themselves to forfeiture of all privileges of future use of Village of North Utica facilities.
14. The Village of North Utica reserves the right to stop any activity and dismiss the group/individual if in the opinion of its representative, the group/individual is damaging the building or the conduct exhibited is not appropriate.
15. Appropriate clothing/and or shoes should be worn during the course of all activities.
16. Any unusual problems or incidents should be reported to village authorities as soon as possible.
17. Groups/individuals must restrict their activities to the areas designated on the approved application.
18. It is understood that the custodian cannot permit admittance to the building unless a pre-approved application is on file in the superintendent's office

I hereby agree to abide by the above listed regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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## ***FACILITY FEE SCHEDULE***

	<b>Village Organizations</b>  (Utica Little League, Utica Softball, etc.)	<b>Youth Organizations</b>  (4H, Youth Travel Teams, Girl Scouts, Boy Scouts, Student Sports Camps, etc.)	<b>Community Groups</b>  (Men's Basketball, Women's Volleyball, Town meetings, etc.)	<b>Private Rentals</b>  (At Village Discretion)
Village Hall Gym	<b>FREE-2-hour time period per week, \$5.00 per hour per additional hour</b>	<b>\$20.00 per 2-hour time period</b>	<b>\$35.00 per 4-hour time period, \$5.00 per hour per additional hour</b>	<b>The lesser of \$35.00/hour or \$100.00 per day/night</b>

Rental schedule does not include custodial fees.

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